

Term Contract No. 908A

STATE OF NORTH CAROLINA, DEPARTMENT OF ADMINISTRATION		
DIVISION OF PURCHASE AND CONTRACT		
116 West Jones Street, Raleigh, NC 27603-8002		
Term Contract	908A	Binding, Library and Textbook
Effective Dates	December 1, 2009 through November 30, 2014	
Bid Number	200901123	
Administrator	Debbie Carroll	
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Last Updated	July 8, 2011	

1. General Information

There are two binderies on this contract to serve Statewide requirements for repairs to library books, magazines, newspapers, thesis binding, paperbacks, re-case books, and textbooks.

2. Scope of Contract

The scope of this contract is to cover the State's normal requirements for Library Binding and Textbook Binding for use by all State Agencies, Departments, Institutions, Universities, Community Colleges, and Public Schools (except those exempted by statute), and certain Non-State Agencies.

3. Taxes

Prices or Discounts shown herein do not include any North Carolina sales or use taxes. Any cash discount is considered earned if paid within 30 days after receipt of correct invoice or acceptance of goods, whichever is later, unless otherwise indicated below. Net Invoices, 30 days.

4. Abnormal Quantities

Any agency requirement that exceeds \$100,000.00 must be forwarded to the Division of Purchase and Contract for processing. The Division, at its sole discretion, may process any such requirement in one of the following ways:

1. Purchase may be authorized at the current level of pricing with the current contract vendor(s)
2. Additional discounts from the current level of pricing may be negotiated with the current contract vendor(s)
3. A separate Invitation for Bids may be issued for the requirement

5. Minimum Orders

There is no minimum order implied or guaranteed.

6. Placement of Orders

Orders will be placed throughout the contract period on an as-needed basis for the quantity required at the time, and will be issued directly to the respective contractor(s) or their designated suppliers. Contract changes, if any, over the life of the contract are implemented by contract addenda released by the Contract Administrator to the contractor. If the contractor is accepting orders and/or delivering through other parties, for example a manufacturer accepting orders and delivering through a dealer network or dealers receiving orders through a network of other dealers, then it is the responsibility of the contractor to apprise such parties of all such contract addenda.

7. Delivery

Pickup is to be made within 20 normal work days after request. Return of completed job will be within 30 days thereafter, except where special conditions or unusual requirements exist that justify added time for deliver. Contractor must be able to fully justify and delay in pickup and delivery. Exceptions are as follows:

- a. No pickup is required for less than 35 volumes from any one location. If a customer wishes to bind less than 35 volumes they may be shipped via common carrier (USPS, UPS, other) at customer expense. Contractor is responsible for return transportation. Contractor is not held liable for damage to or loss of materials shipped by customer unless customer has an acceptance receipt signed by contractor.
- b. Several customers may elect to have a centralized pickup point in order to have 35 or more volumes for pickup. In the event of this occurrence, the contractor will return the shipment, packed in individual clearly labeled boxes by originating customer, to the original point of pickup. Each separate customer will be invoiced only for his portion of the order.
- c. Contractor may, with customer agreement, arrange for pickup schedules differing from the above requirements.
- d. Any order of less than 35 volumes is subject to an up-charge as indicated in 9.G. (Extra Charges).

Contractor is responsible for safekeeping and return of all items placed in his actual possession.

All material and workmanship will meet or exceed latest specifications and conditions set forth by the Library Binding Institute (ANSI/NISO Z39.78 – 2000 Library Binding).

Where an average of 200 or more volumes per month are sent for binding, customers may elect to use forms and procedures adaptable to a computerized or semi-automated processing system which assists in preparation of orders. Customers choosing this option may have software installed on customer equipment at vendor expense where customer equipment is compatible with contractor software.

Any and all work needed to switch from one contractor to another, including photocopying of binding specification cards and translation of one set of codes (or submitted as electronic files) to another is to be at contractor expense.

A packing slip shall be included with each return order and shall contain an accurate count of each type of item included.

In the event the delivery is not received within the contract delivery period, the contractor may be held in default in accordance with paragraph 1, DEFAULT AND PERFORMANCE BOND in the North Carolina General Contract Terms and Conditions, and the state may procure the articles or services from other sources and hold the contractor responsible for excess cost occasioned thereby.

8. Transportation Charges

Transportation charges included in prices listed hereon.

9. Item Pricing Information

9.A. Library Books

Brief collation; page affixing, decorated or random color F grade buckram covers; white lettering (5 lines horizontal, 1 line vertical) for volumes up to 2" in thickness and up to 12" in height.

Vendor	Description	Price Per Volume
Bridgeport National Bindery	Flat Back Wide Hinge	\$ 6.05
	Rounding and Backing	\$ 6.05
The HF Group, LLC	Flat Back Wide Hinge	\$ 6.05
	Rounding and Backing	\$ 6.05

9.B. Magazines, Periodicals, Etc.

Issue sequence and brief margin collation; oversewn or double fan adhesive bound; choice of F grade buckram and lettering colors (7 lines horizontal, 1 line vertical) for volumes up to 2" in thickness and up to 12" in height.

Vendor	Description	Price Per Volume
Bridgeport National Bindery	Flat Back Wide Hinge	\$ 7.90
	Rounding and Backing	\$ 7.90
	Sew thru fold by machine	\$ 1.05
The HF Group, LLC	Flat Back Wide Hinge	\$ 7.90
	Rounding and Backing	\$ 7.90
	Sew thru fold by machine	N/C

9.C. Newspapers

Cloth or buckram sides; over-sewn by hand or machine; up to 2" in thickness.

Vendor	Description	Price Per Volume
Bridgeport National Bindery	Tabloid Size	\$ 28.60
	Full Size	\$ 40.00
The HF Group, LLC	Tabloid Size	\$ 28.95
	Full Size	\$ 41.95

9.D. Thesis Binding

To be bound in strict accordance with accepted standards; buckram covers.

Vendor	Description	Price Per Volume
Bridgeport National Bindery	Flat Back Wide Hinge	\$ 7.35
	Rounding and Backing	\$ 7.35
	Add for Front Cover lettering price	\$ 1.55
The HF Group, LLC	Flat Back Wide Hinge	\$ 7.35
	Rounding and Backing	\$ 7.35
	Add for Front Cover lettering price	\$.40

9.E. Paperbacks

No collation; double fan adhesive bound; hardboard using randomly selected Type II materials over standard binder boards; 1 line vertical stamping; covers removed unless otherwise specified; for volumes up to 2" in thickness and up to 12" in height.

Vendor	Price Per Volume
Bridgeport National Bindery	\$ 5.30
The HF Group, LLC	\$ 5.30

***Original cover laminated with 1.5 mil. mylar over binder board:**

Vendor	Price Per Volume
Bridgeport National Bindery	\$ 5.30
The HF Group, LLC	\$ 5.30

9.F. Re-Case Books

Volumes with intact stitching cased in new covers, not resewn, may be used for text blocks, either books or periodicals, which are bound as a single unit (not with other pieces).

Vendor	Price Per Volume
Bridgeport National Bindery	\$ 7.60
The HF Group, LLC	\$ 7.30

9.G. Extra Charges

	Description		Vendor	Price	
1	Up charge for less than 35 volumes per order		Bridgeport	N/C	Order
			The HF Group	\$ 15.00	Order
2	Panel Lines, per volume		Bridgeport	\$ 1.15	Volume
			The HF Group	\$ 1.20	Volume
3	Foreign titles per volume	Automated	Bridgeport	N/C	Volume
		Manual	Bridgeport	N/C	Volume
		Automated	The HF Group	N/C	Volume
		Manual	The HF Group	\$ 0.40	Volume
4	Library imprints per volume		Bridgeport	N/C	Volume
			The HF Group	\$ 0.60	Volume
5	Extra horizontal lines of printings, per line		Bridgeport	N/C	Line
			The HF Group	\$ 0.25	Line
6	Over 1 line vertical printing, per line		Bridgeport	N/C	Line
			The HF Group	N/C	Line
7	Each inch or fraction thereof over 12" in height		Bridgeport	\$ 0.80	Each
			The HF Group	\$ 1.25	Each
8	Each inch or fraction thereof over 2" in thickness		Bridgeport	\$ 1.00	Each
			The HF Group	\$ 1.25	Each
9	Custom collation of periodicals per volume		Bridgeport	\$ 5.25	Volume
			The HF Group	\$ 5.00	Volume
10	Labels (not sold separately but as part of complete order)		Bridgeport	\$ 3.40	Each
			The HF Group	\$ 4.00	Each
11	Filler stubs		Bridgeport	\$ 2.05	Each
			The HF Group	\$ 2.00	Each
12	Pockets, buckram, each		Bridgeport	\$ 4.15	Each
			The HF Group	\$ 4.25	Each
13	Pockets, paper, each		Bridgeport	\$ 2.05	Each
			The HF Group	\$ 2.25	Each
14	Custom binding (conform to pattern or sample supplied by customer) per volume		Bridgeport	\$ 1.55	Volume
			The HF Group	\$ 1.00	Volume

9.G. Extra Charges (Continued)

15	Accession or call number per line	Automated	Bridgeport	N/C	Line
		Manual	Bridgeport	N/C	Line
		Automated	The HF Group	N/C	Line
		Manual	The HF Group	\$ 0.40	Line
16	Excessive mending, restoration, sponging and processing, mounting, guarding, and all other extra or special work, shall be invoiced on an hourly basis.		Bridgeport	\$ 31.80	Hour
			The HF Group	\$ 35.00	Hour
17	Per box price for packing on customer premises		Bridgeport	N/A	Box
			The HF Group	\$ 12.00	Box
18	Archival (acid free) phase box, in lieu of binding, made to size:				
	a. With case (cloth buckram) per volume		Bridgeport	\$ 20.80	Each
	b. Without case per volume		Bridgeport	\$ 15.60	Each
	a. With case (cloth buckram) per volume		The HF Group	\$ 20.00	Each
	b. Without case per volume		The HF Group	\$ 15.25	Each
19	Detection Strip, Inserted, per volume				
	a. Customer supplied		Bridgeport	\$ 0.15	Volume
	b. Vendor supplied		Bridgeport	\$ 0.26	Volume
	a. Customer supplied		The HF Group	\$ 0.20	Volume
	b. Vendor supplied		The HF Group	\$ 0.25	Volume
20	Hinging Soft Covers	Bridgeport	Gluing	N/C	Volume
			Cloth	\$ 2.10	Volume
			Tape	\$ 2.10	Volume
			Sewing	\$ 2.10	Volume
		The HF Group	Gluing	\$ 1.50	Volume
			Cloth	\$ 2.00	Volume
			Tape	\$ 2.00	Volume
			Sewing	\$ 2.00	Volume

9.H. Textbooks

Bound to be durable and useable for intended purpose; maximum opening ability; using appropriate binding techniques, cloth or Type II. Materials.

Vendor	Price Per Volume
Bridgeport National Bindery	\$ 5.75
The HF Group. LLC	\$ 6.95

10. Price Lists and Catalogs

Does not apply

11. Contractors

All known minority, physically handicapped or women contractors, including dealers, will be identified with an "M", "H" or "W" as appropriate after their vendor number. This is being done in an effort to better recognize businesses owned and operated by these groups and to encourage and promote their use to the greatest extent permitted by law.

When more than one supplier is listed for a particular item, selection should be made whenever possible from any minorities, physically handicapped or women identified, consistent with agency needs and price.

Contractor Name	Address	Phone / Fax / Contact / E-Mail	Terms (Days)
Bridgeport National Bindery	662 Silver Street Agawam, MA 01001	800-223-5083 413-789-1981 413-789-4007 (Fax) Bruce Jacobsen brianb@bnbindery.com	Net 30
The HF Group, LLC	<u>Address:</u> P.O. Box 640 Browns Summit, NC 27409 <u>Shipping:</u> 6204 Corporate Park Drive Brown Summit, NC 27214-9745	800-444-7534 336-931-0800 336-931-0711 (Fax) Scott May smay@thehfgroup.com	Net 30

12. Warranty

All material and workmanship will meet or exceed latest specifications and conditions set forth by the Library Binding Institute (ANSI/NISO Z39.78 – 2000 Library Binding).

13. Substitutions

Substitutions are not permitted without prior approval of the Division of Purchase and Contract. Failure of the contractor to comply with this requirement may result in the removal of the contractor from the contract.

14. Contract Addenda

Addendum	Effective Date	Description
1	June 1, 2011	Price increase for The HF Group on the following items: 9A. Library Books, 9B. Magazines, Periodicals, Etc., 9D. Thesis Binding, 9E. Paperbacks, 9G. Extra Charges (#18-Archival Phase Box) and 9G Textbooks
2	July 8, 2011	Price increase for Bridgeport National Bindery, Inc. on the following items: 9A. Library Books, 9B. Magazines, Periodicals, Etc., 9C. Newspapers, 9D. Thesis Binding, 9E. Paperbacks, 9G. Extra Charges (2, 7, 9-14, 16, 18a, 18b, 19b, and 20 (Cloth, Tape and Sewing) and 9H. Textbooks

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